

10 August 1951

MEMORANDUM FOR: Deputy Director/Administration

FROM: Special Assistant

SUBJECT: Balance of Proposed Personnel T/O Increase.

REFERENCE: Memorandum 27 July 1951, AD (P) to DD/A,
Subject, "Recommended Increases for the
Personnel Procurement Division Staff".

1. On 27 July 1951 you approved the necessary increase in Personnel Procurement Staff. In our memorandum (reference above) we indicated that we would study the needs of the balance of the Personnel Office and present them to you after we had had an opportunity to check on their justification.

2. This we have done and the attached sheets show (a) the recapitulation and (b) the detail of the requested increase. In total, this amounts to 54 additional positions.

3. This increase includes essential technical personnel plus clerical support to help each of the divisions meet its present work load and, we hope, keep their heads level with the surface under our projected speed-up of recruitment and entrances on duty.

4. We realize fully and will so impress the division and branch chiefs that, with the approval of this increase, it will be incumbent upon us continuously to audit the personnel activities. We will assure that our operations become more effective and that inefficient personnel and methods are dealt with promptly to the end that we have no more than the minimum number of necessary individuals on board to perform the personnel service for the Agency.

5. Recommendation:

Approve the increased T/O for the Personnel Office,
As shown on the attached breakdown.

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